

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

RE: Request for Early Withdrawal of Certificate of Deposit (CD)

To Whom It May Concern,

Please accept this letter as my formal request to close the following Certificate of Deposit account before its scheduled maturity date:

Account Holder Name: [Your Name]
Account Number: [Your CD Account Number]

I understand that by closing this account prior to the maturity date of [Maturity Date], I may be subject to an early withdrawal penalty as outlined in the account agreement. I authorize the bank to deduct any applicable penalties from the principal balance or accrued interest.

Please disburse the remaining funds, including any earned interest, using the following method:

- Deposit the funds into my existing [Checking/Savings] account number [Account Number].
- Issue a cashier's check and mail it to the address listed above.

Please provide a closing statement confirming the final amount disbursed and any penalties applied.

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]